CLAIMS

What is claimed is:

comprising:

2

1	1.	A method for affording a communication manager, comprising the steps of:
2	(a)	receiving a plurality of communication documents selected from the group
3		consisting of requests for information, change proposal requests, change
4		proposal quotations, contract change orders, and submittals;
5	(b)	associating tasks to be completed with the documents;
6	(c)	storing the documents and the associated tasks in a database.
1	2.	The method as recited in claim 1, wherein a related file is capable of being
2		associated with each document, and a flag is set upon the completion of the
3		file.
1	3.	The method as recited in claim 2, wherein the file is given a read-only status
2		upon the flag being set.
1	4.	The method as recited in claim 1, wherein a response date is associated with
2		each document.
1	5.	The method as recited in claim 4, wherein an electronic mail notification is
2	٥,	automatically sent based on the response date.
		assertance some output of the response date.
1	6.	The method as recited in claim 1, wherein the documents include requests for
2		information, change proposal requests, change proposal quotations, contract
3		change orders, and submittals.
1	7.	A computer program product for affording a communication manager,

6

(c)

3 (a) computer code for receiving a plurality of communication documents 4 selected from the group consisting of requests for information, change 5 proposal requests, change proposal quotations, contract change orders, and 6 submittals; 7 (b) computer code for associating tasks to be completed with the documents; 8 (c) computer code for storing the documents and the associated tasks in a 9 database. 1 8. The computer program product as recited in claim 7, wherein a related file is 2 capable of being associated with each document, and a flag is set upon the 3 completion of the file. 9. 1 The computer program product as recited in claim 8, wherein the file is given 2 a read-only status upon the flag being set. 10. 1 The computer program product as recited in claim 7, wherein a response date 2 is associated with each document. 1 11. The computer program product as recited in claim 10, wherein an electronic 2 mail notification is automatically sent based on the response date. 1 12. The computer program product as recited in claim 7, wherein the documents 2 include requests for information, change proposal requests, change proposal 3 quotations, contract change orders, and submittals. 1 A system for affording a communication manager, comprising: 13. 2 logic for receiving a plurality of communication documents selected from the (a) 3 group consisting of requests for information, change proposal requests, 4 change proposal quotations, contract change orders, and submittals; 5 (b) logic for associating tasks to be completed with the documents;

logic for storing the documents and the associated tasks in a database.

- 1 14. The system as recited in claim 13, wherein a related file is capable of being associated with each document, and a flag is set upon the completion of the file.
- 1 15. The system as recited in claim 14, wherein the file is given a read-only status 2 upon the flag being set.
- 1 16. The system as recited in claim 13, wherein a response date is associated with each document.
- 1 17. The system as recited in claim 16, wherein an electronic mail notification is automatically sent based on the response date.
- 1 18. The system as recited in claim 13, wherein the documents include requests 2 for information, change proposal requests, change proposal quotations, 3 contract change orders, and submittals.